

**DISCHARGE CHECKLIST**

Patient Name: \_\_\_\_\_

Nurse Unit: \_\_\_\_\_

Hospital Service: \_\_\_\_\_

- Verify that the patient's name and medical record number is on each page of the medical record. (label, stamp, handwritten)
  
- Verify that the Discharge Instructions sheet (signed by the patient) is in the medical record prior to Medical Records picking up the chart.
  
- Verify that the entire record is available for pick-up by Medical Records (breakdown of thinned charts, folders, etc.).
  
- Verify against the hospital computer system the accuracy of the Attending Physician, Hospital Service, and Patient Status.
  
- Place extra sheet of labels in Medical Record.
  
- Verify that patients chart is in Universal Chart Order.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Unit Clerk's Name

**Discharge Checklist**

(Not a Permanent Part of the Hospital Record)